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Private Oyster Lease Rehabilitation (POLR) Program
2005 Marine Fisheries Hurricane Disaster Recovery



POLR Instructions and Documentation Requirements

General Instructions

Acceptable documentation for each rehabilitation activity is listed below. Copies of original documents described below are preferred, and the leaseholder must maintain the originals for possible inspection at any time. Copies of any additional documentation (pictures, fuel receipts, labor receipts, check stubs, etc.) the leaseholder feels would support the required documentation are welcomed.

Documentation of vessel length must also be submitted with all reimbursement requests. Copies of valid US Coast Guard documentation certificate or LDWF vessel registration certificate will be acceptable.

Rehabilitation activities shall only take place between the hours of one-half hour before official sunrise to one-half hour after official sunset. Days worked by Contracting Party and/or the Contracting Party's subcontractor will be reimbursed based on the rates indicated on the Expense Reimbursement Form, Table 1. However, no more than 10 hours per day will qualify for possible reimbursement.

All activities under Activity 1, 2, 3, 4, and 5 must be compiled on the POLR Vessel Log Sheet (Attachment C). The POLR Vessel Log Sheet and supporting documents (copies of personal wheelhouse logs, invoices, etc.) must be submitted with the POLR Expense Reimbursement Form for reimbursement. All supporting documents must be individually numbered, with the corresponding number indicated in the "Supporting Document Number" column on the POLR Vessel Log Sheet. Requests for reimbursements may be submitted no more than once per week.

Remit all reimbursement requests to: South Central Planning and Development Commission
ATTN: POLR Program
5058 W. Main St.
P.O. Box 1870
Gray, LA 70359

PRIOR TO BEGINNING WORK, A CALL-IN IS REQUIRED.

Call the LDWF-designated toll-free number prior to leaving the dock to perform rehabilitation activities. During the call-in, you must provide your name, the leaseholder account name, the leaseholder account number, date and times rehabilitation work will occur, the type of rehabilitation activity that will occur, the vessel name and/or number being used, and the lease numbers and/or public grounds where work will occur. If rehabilitation work is not undertaken after calling in, you must call the toll-free number to indicate that work was not undertaken and the reason why it was not undertaken. Interactions with POLR participants by Departmental personnel during random field visits will be compared to the information provided during the call-in. Claims for reimbursement that are not substantiated by call-in, or if a random field visit does not find work in progress where and when expected, will be questioned and may not be reimbursed unless adequate justification can be supplied by the leaseholder that work was authorized and performed.

Supporting Documentation Requirements**Supporting Documents Required For Sediment/Debris Removal (Activity 1)****IF PERFORMED BY LEASEHOLDER:**

1. Personal Wheelhouse logs: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as supporting documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) and/or public ground on which the work was performed, and a signature and printed name of the person performing the work.

IF PERFORMED BY A SUBCONTRACTOR:

2. Copy of Invoice: If work is performed by a subcontractor, a copy of the original subcontractor invoice with detailed description of work performed, date, subcontractor federal tax identification number (social security number if subcontractor is an individual), and amount charged is required. This invoice must clearly show that the leaseholder (or duly authorized agent) paid the invoice or must have a signed statement from the subcontractor indicating the work was performed.
3. Personal Wheelhouse logs of Subcontractor: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as supporting documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) and/or public ground on which the work was performed, and a signature and printed name of the person performing the work.

Supporting Documents Required For Cultch Deposition (Activity 2)

IF PERFORMED BY LEASEHOLDER:

1. Personal Wheelhouse logs: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as supporting documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) and/or public ground on which the work was performed, the volume and type of cultch material deposited, and a signature and printed name of the person performing the work.
2. Copies of original vendor invoice: If cultch is purchased, a copy of the invoice showing the type of cultch material, the volume of cultch material (cubic yardage), and the cost of the cultch material from a vendor is required.

IF PERFORMED BY A SUBCONTRACTOR:

3. Copies of original invoice: If work is performed by a subcontractor, a copy of the subcontractor invoice with detailed description of work performed, date, subcontractor federal tax identification number (social security number if subcontractor is an individual), and amount charged is required. This invoice must clearly show the leaseholder (or duly authorized agent) paid the invoice or have a signed statement from the subcontractor indicating the work was performed. The invoice must also show (or have a separate invoice showing) the type, volume, and cost of cultch material purchased/supplied by the contractor.
4. Personal Wheelhouse logs of subcontractor: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as backup documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) and/or public ground on which the work was performed, the type and volume of cultch material deposited, and a signature and printed name of the person performing the work.

Supporting Documents Required For Remarking/Resurveying (Activity 3)

IF PERFORMED BY LEASEHOLDER:

1. Personal Wheelhouse logs: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as backup documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) on which the work was performed, the number of marker poles placed, and a signature and printed name of the person performing the work.

2. Copies of Original Vendor Invoice: If marker poles were purchased, a copy of an invoice showing the purchase of marker poles from a vendor is required. The invoice must clearly show the type of marker poles, the number of marker poles, and the cost of the marker poles.

IF PERFORMED BY A SUBCONTRACTOR:

3. Copies of Invoice for remarking work: If work is performed by a subcontractor, a subcontractor invoice with detailed description of work performed, date, subcontractor federal tax identification number (social security number if subcontractor is an individual), and amount charged is required. This invoice must clearly show that the leaseholder (or duly authorized agent) paid the invoice or have a signed statement from the subcontractor indicating the work was performed. The invoice must also clearly indicate (or have a separate invoice showing) the type, number, and cost of marker poles purchased/supplied by the subcontractor.
4. Personal Wheelhouse logs of subcontractor: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as backup documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s), the number of market poles placed, and a signature and printed name of the person performing the work. If LDWF performs the survey work, no wheelhouse log is required.
5. Copies of Invoice for survey work: If work is performed by a subcontractor (LDWF Oyster Lease Survey Section or other professional land surveyor), a subcontractor invoice with detailed description of work performed, date, and amount charged is required. This invoice must clearly show that the leaseholder (or duly authorized agent) paid the invoice or have a signed statement from the professional land surveyor indicating the work was performed.

Supporting Documents Required For Relaying of Oysters (Activity 4)

IF PERFORMED BY LEASEHOLDER:

1. Personal Wheelhouse logs: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as backup documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) and/or public ground on which the work was performed, the volume of oysters relayed, and a signature and printed name of the person performing the work.
2. Department of Health and Hospitals invoice: A copy of the invoice from LDHH showing the payment of the \$100 transplant permit fee is required.
3. Copy of Bond Invoice: A copy of the invoice from a bonding company showing the payment of the LDHH-required performance bond.

4. Copy of Commissioned Officer Invoice: A copy of invoice from the commissioned officer hired to oversee the transplanting activities is required. This invoice must indicate a detailed description of work performed, date, amount paid, and must clearly show the leaseholder (or duly authorized agent) paid the invoice or must have a signed statement from the commissioned officer indicating the work was performed.

IF PERFORMED BY A SUBCONTRACTOR:

5. Copy of Invoice: If work is performed by a subcontractor, a subcontractor invoice with detailed description of work performed, date, subcontractor federal tax identification number (social security number if subcontractor is an individual), and amount charged is required. This invoice must clearly show the leaseholder (or duly authorized agent) paid the invoice or must have a signed statement from the subcontractor indicating the work was performed.
6. Personal Wheelhouse logs of subcontractor: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as backup documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) and/or public ground on which the work was performed, the volume of oysters relayed, and a signature and printed name of the person performing the work.

Supporting Documents Required For Bedding of Oysters (Activity 5)

IF PERFORMED BY LEASEHOLDER OR AUTHORIZED AGENT:

1. Personal Wheelhouse logs: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR Vessel Log Sheet. A copy of the wheelhouse log itself must be included as supporting documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) and/or public ground on which the work was performed, the volume of oysters harvested and/or bedded, and a signature and printed name of the person performing the work.

IF PERFORMED BY A SUBCONTRACTOR:

2. Copy of Invoice: If work is performed by a subcontractor, a subcontractor invoice with detailed description of work performed, date, subcontractor federal tax identification number (social security number if subcontractor is an individual), and amount charged is required. This invoice must clearly show the leaseholder name (or duly authorized agent) paid the invoice or must have a signed statement from the subcontractor indicating the work was performed.
3. Personal Wheelhouse logs of Subcontractor: These logs must clearly and accurately show the work performed in association with this rehabilitation activity. The information from the wheelhouse logs must be clearly and accurately transcribed onto the POLR

Vessel Log Sheet. A copy of the wheelhouse log itself must be included as backup documentation to the POLR Vessel Log Sheet. Each wheelhouse log sheet must include the date work was performed, the time the person performing the work left and returned to the dock, the rehabilitation activity performed, the lease number(s) and/or public ground on which the work was performed, the volume of oysters harvested and/or bedded, and a signature and printed name of the person performing the work.

Documents Required For Replacement of Lost/Damaged Lease Documents (Activity 6)

1. Copy of LDWF Invoice/Receipt: A copy of the invoice/receipt from the LDWF Oyster Lease Survey Section is required. This invoice/receipt must show what products/services were purchased by the leaseholder (or duly authorized agent), date, and the amount paid.